



BALDWIN COUNTY COMMISSION

PLANNING AND ZONING DEPARTMENT

Main Office (Mailing)

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Main Office (Physical)

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Major Project Land Use Certificate

Application Submittal Requirements

Major Project Defined. Any multifamily residential use, manufactured housing park, institutional use, professional service and office use, local commercial use, general commercial use, outdoor recreation use, marine recreation use, transportation, communication and utility use, light industrial use, or general industrial use.

1. Land Use Certificate Application. Submit completed land use certificate application form and accompanying plans and specifications to the Baldwin County Planning & Zoning Department.

2. Site Plan. Submit three (3) sets of plans and specifications that describe accurately the proposed development of the site including:

- a.) the actual shape, dimensions and size of the property
- b.) the size, shape, and location of buildings(s) to be erected
- c.) the minimum required and proposed front, rear and side yards
- d.) the lot coverage
- e.) the number, location, size and angle of parking spaces
- f.) the site access drives and dimensions
- g.) the paving material for the parking lot and access drives

3. Construction Plan. Submit three (3) sets of plans and specifications that describe accurately the proposed structure including:

- a.) front, rear and side elevations
- b.) floor plan(s)

4. Utility Plan. Submit plans and specifications for the proposed water supply, sewage disposal, refuse facilities, fire protection, electricity, street lighting, telephone and gas.

5. Stormwater Management Plan. Submit plans and specifications that describe the measures planned to manage stormwater runoff including:

- a.) the existing and proposed topography at two (2) foot intervals
- b.) the existing and proposed drainage system
- c.) the drainage calculations and assumptions
- d.) structure location, type, size, slope, cfs, inlet elevation, outlet elevation, velocity, headwater elevation, and tailwater elevation
- e.) discharge quantities, pre and post cfs

6. Erosion Control Plan. Submit plans and specifications that describe the measures/best management practices which are planned to control site erosion during and after construction.

7. Landscaping Plan. Submit plans and specifications that show what existing trees, shrubbery, and other vegetation will be retained on the site, and what trees, shrubbery, and other vegetation will be added to complete the required landscaping/buffering of the property.

8. Permits.

- a.) submit evidence of compliance with all state and federal environmental laws as applicable including: NPDES permitting requirements; Coastal Area Management Program permitting requirements; U.S. Fish & Wildlife permitting requirements and; Section 401 and 404 Clean Water Act permitting requirements
- b.) submit copy of access permit from the Alabama Department of Transportation or Baldwin County Highway Department as applicable
- c.) submit sewer release from sewer utility or Health Department septic tank permit as applicable
- d.) submit water release from water utility
- e.) submit copy of Architectural & Preservation District Review Board permit as applicable